



To/MS: All Wellness Center Customers  
From/MS: Phyllis K. Webb, Team Leader/MS P955  
Phone/Fax: 7-7166/Fax 5-6140  
Symbol: Wellness Center/HSR-2  
Date: August 2, 2004

**Subject: Wellness Center Reopening and General Customer Usage Procedures**

On behalf of the entire Wellness Center staff, I would like to extend our warmest welcome back from a difficult yet productive few weeks.

In response to the Laboratory's Suspension of Work, we at the Wellness Center have diligently reviewed our safety policies and procedures, making appropriate changes along the way. You may see a noticeable way in which we put these plans into practice and we thank you for joining us in making all operations at the Laboratory safer for you and all of your colleagues.

In keeping with our promise to the Laboratory personnel for a safe, secure and compliant workplace, we have drafted a few reminders below. We have also attached a more specific outline of the general usage of exercise equipment and areas. We ask that you read these reminders carefully and sign an acknowledgment of understanding.

- The Wellness Center staff is charged with ensuring safe and secure fitness programs, facility, and equipment in support of your health. You are charged with honoring the "house rules" and directions of the staff as you enjoy this privilege. Those who do not adhere to operational instructions or who are disrespectful, aggressive/violent or mistreating of staff or fellow users may be restricted from use of the facility or face other consequences. If you witness violent or aggressive behavior, do not hesitate to call 911 for assistance.
- ~~If your health status has changed since the last time you completed~~ a Health History Questionnaire, we ask that you complete an updated form (attached) for our records as soon as possible.
- Emergency telephones are located in both of the locker rooms, classroom 101, and the main fitness room. These phones are to be used for 911 calls only. A courtesy telephone is available for customer use at the front desk.
- If an emergency occurs in the Wellness Center facility, you are asked to stop exercise activity and follow the instructions of the Fitness Leader on duty, keeping access clear for emergency personnel.

Once again, I wish to extend our warmest greetings to you and encourage you to communicate with the staff any questions or concerns regarding this reopening process. It is now time to refocus on our physical and mental health while taking care of your safety, our safety, and the safety of our friends and colleagues. Welcome back!

Attachment: Wellness Center General Customer Usage Procedures

PKW:jjc

## Wellness Center General Customer Usage Procedures

These guidelines are implemented for the safety and comfort of our customers. Please remember that the Wellness Center is located on LANL property, and as such, is bound to all official Laboratory safety and security policies not outlined here.

### **General Use of Equipment and Exercise Areas:**

1. Receive instructions on use of unfamiliar equipment from a Fitness Leader prior to using it.
2. Wear shirts and close-toed athletic or steel-toed shoes at all times for your protection.
3. Share the equipment – allow others to work in sets.
4. Do not block access to weight racks when lifting.
5. Restrict time on weight equipment to five minutes during peak times
6. Fitness Leaders may at any time require a customer to modify or stop an activity because the Fitness Leader feels the activity puts the customer or other customers at undue risk, or causes undue wear on equipment.
7. Wipe all equipment down after use (paper towels provided).
8. Do not work out with exposed open wounds or wet dressings.
9. No spitting anywhere in the facility.
10. Use of any equipment designated “Out of Order” is prohibited.
11. Report broken or malfunctioning equipment to Wellness Center staff immediately.
12. Food is prohibited in the Fitness Room.
13. Drinks must be in a container with a closable lid.
14. No gym bags or other personal belongings are allowed on the fitness room floor.

### **Use of Weight Equipment:**

1. Use equipment appropriately – use of equipment that deviates from the manufacturer’s intended use is prohibited.
2. Due to space and equipment requirements, the Wellness Center prohibits the following Olympic movements: snatches and jerks.
3. Dumbbells and weight plates must be used only in free weight area.
4. Benches must be used only in designated areas.
5. Replace dumbbells, benches, and plates to proper storage area after use.
6. Wipe off pads after use.
7. Lift in a controlled manner at all times; set weights down gently and do not drop them.
8. Free Weight Use Safety Requirements:
  - a. Lift in a controlled manner at all times; set weights down gently and do not drop them. Hands must be in full contact with dumbbell until it reaches the floor to ensure that the lifter is in control of the weight.
  - b. Using spotters is strongly recommended when training with free weights due to the higher risk of injury. A second spotter is required when the weight being lifted exceeds the capability of one spotter.
  - c. Safety catches are required and must be set at the appropriate height.
    - Flat and incline benches: At the level of the highest point of the lifter’s chest in line with the bar.
    - Squats: At the level of the bottom of the downward phase, a minimum of 28 inches from the floor.
    - Overhead press: At the level of the top of the lifter’s shoulder joint
  - d. Lift-off pins must be set at the appropriate height.
    - All presses: At the level of full extension.
    - Squats: At the level of the lifter’s shoulder joint.
  - e. Collars are required and must be in contact with the plates on all free weight barbells.
  - f. A closed grip must be used – an open or false grip is not allowed.

### **Use of Aerobic Equipment:**

1. Use equipment appropriately – use of equipment that deviates from the manufacturer’s intended use is prohibited.
2. Do not brace against controls or rails during normal operation.
3. Limit use to 30 minutes on each piece of equipment when others are waiting.
4. Return equipment controls to their start position when done.
5. Wipe off controls, seats, and railings when done.
6. Bring a towel or use paper towels provided to wipe sweat off body when working out.

